

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post KAMPALA	2. Agency STATE	3a. Position Number 101626,
---------------------------	---------------------------	---------------------------------------

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number: **101627, 101756**

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Trades Helper, FSN-1210	FSN-3	HR/FM	
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (*If different from official title*)
Trades Helper (Chancery/GSO Warehouse)

7. Name of Employee

8. Office /Section
Management Officea. First Subdivision
Facility Managementb. Second Subdivision
N/Ac. Third Subdivision
N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee Date (mm-dd-yyyy)Employee Signature

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor Date (mm-dd-yyyy)Supervisor Signature

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

Printed Name of Chief or Agency Head Date (mm-dd-yyyy)Chief or Agency Head Signature

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or HR Officer Date (mm-dd-yyyy)Admin or HR Officer Signature

13. Basic Function of Position

The incumbent reports directly to the Building Engineer Supervisor. The position holder is employed as a Trades Helper to assist the technicians of the skilled trades in the performance of routine and preventive maintenance, and new installations and demolition work. The Building Engineer Supervisor will assign the incumbent to any of the skilled trade shops on a daily basis to assist the skilled technicians with maintenance and repair work throughout the Chancery/GSO Warehouse office buildings, grounds and residential owned/leased properties. In addition to assisting the skilled trade technicians, the incumbent may be assigned tasks include material handling, painting, custodial type work, common laborer work, and grounds maintenance and gardening work.

14. Major Duties and Responsibilities

_____ % of Time

Employed as a Trades Helper to assist the skilled technicians as they carry out skilled maintenance and repair work on all facilities throughout the Chancery/GSO Warehouse to include office buildings, grounds and residential owned/leased properties. Work assignments will be directed by the Building Engineer Supervisor.

1. Operations & Maintenance Support 95%

1. Provides assistance to the technicians of the skilled workshops to help them in routine mechanical, carpentry, electrical and plumbing maintenance and preventive maintenance, repairs, and installations.
2. Assists in various manual tasks such as: demolition work, painting, plumbing, carpentry work, routine and preventive maintenance, and general cleanup of work areas, and common use areas of the Chancery/GSO Warehouse.
3. Uses hand and power tools under the supervision of the skilled technicians and mechanics as necessary.
4. Prepares worksite and maintains tools and equipment. Brings tools, supplies and materials to work site as directed by the skilled technicians; cleans the work site at the completion of the task; loads and unloads materials and tools and also loads construction debris into dump truck.
5. Perform unskilled tasks such as common laborer work, material handling, grounds maintenance and gardening work.
6. Performs miscellaneous tasks and duties in support of Facilities maintenance operations during busy house make ready schedules, emergency office cleaning and repairs which includes; sweeping, mopping and waxing floors, vacuuming carpets, dusting/ polishing furniture, cleaning windowpanes and sweeping walkways and pavements. Reports appliance/equipment and major repair problems to supervisor, maintains cleaning tools, equipment and materials in good condition

2. Logistic Support 5%

1. Performs escort duties for local contractors as required.
2. Reports installation deficiencies and maintenance/repair needs to supervisor.
3. Performs other collateral duties as assigned by the Building Engineer Supervisor.
4. Will perform incidental driving duties to transport tools, equipment and personnel to the work sites.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

- a. Education
Completion of secondary school is required.
- b. Prior Work Experience
A minimum of two (2) years of maintenance or construction semi-skilled work experience in skilled trades such as mechanical (HVAC and Plumbing), electrical, carpentry, with significant focus on building systems.
- c. Post Entry Training
Will receive training on the embassy's hierarchy and reporting structure; your rights and responsibilities as an employee as outlined in the LES handbook; cyber security in order to use a Department of State computer, and how the work order system processes scheduled and unscheduled work orders and what your responsibility is in regards to the work order process. Will receive training from the senior technicians from the various skilled shops on how to install, maintain, service and troubleshoot equipment and systems.

Position may require the incumbent to travel TDY (temporary duty) for the purpose of receiving on the job training to become familiar with mission maintenance operations.

Distance Learning (On line courses):

PA528 - OBO Computerized Maintenance Management System



- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
English level II (Limited knowledge) Written/Speaking/Reading is required.
Luganda level III (Good knowledge) Written/Speaking/Reading is required.
- e. Job Knowledge
Must have a basic technical understanding of major building mechanical systems and equipment. Must be familiar with construction techniques and workplace safety, personal protective equipment (PPE) – how and when to use it.
- f. Skills and Abilities
The incumbent must be a visionary, forward thinker, and quick understudy with an aptitude to learn so he/she can anticipate the materials and tools the skilled technician will need ahead of time. Must be able to use the typical lot of hand tools, small handheld power tools, vacuum cleaners, gardening tools, and ladders; must be adept at keeping work sites free of clutter and debris, clean and neat; must have a valid driver's license for standard vehicles; must use good safety practices and follow all safety requirements in execution of tasks and be able to use all appropriate PPE; additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; must have excellent interpersonal skills and be able to handle a large workload and multiple tasks; be able to take direction and must be organized; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information.

16. Position Element

- a. Supervision Received
This position receives general supervision from the Building Engineer Supervisor. Secondary supervision received from the skilled technicians of the various workshops the incumbent is assigned to support.
- b. Supervision Exercised
None.
- c. Available Guidelines
Department of State rules and regulations including the Foreign Affairs Manual (FAM), the LES handbook, the housing handbook, manufactures technical library and equipment literature, operations and maintenance manuals, equipment maintenance plans, as-built and construction drawings, and OBO technical guidelines.
- d. Exercise of Judgment
The incumbent will exercise sound judgment when carrying out the duties of the position. Safety of self and others must be first and foremost in the performance of duties. The incumbent will lead by example, showing exemplary behavior and character to their colleagues at all times.
- e. Authority to Make Commitments
The incumbent has no authority to make financial commitments. Authority is limited to making commitments to individuals they are supporting and to customers on times and dates repairs will be performed/completed. The incumbent will make commitments to the organization to uphold the standards of conduct, professionalism, and ethics established by the Facility Management office.
- f. Nature, Level, and Purpose of Contacts
The incumbent has no authority to make financial commitments. Authority is limited to making commitments to individuals they are supporting and to customers on times and dates repairs will be performed/completed. The incumbent will make commitments to the organization to uphold the standards of conduct, professionalism, and ethics established by the Facility Management office.
- g. Time expected to Reach Full Performance Level
Six months.